Racial Equity Toolkit

Why use this toolkit?

Our Vision
Saint Paul
FOR ALL

Saint Paul Pillars

Economic Justice and Inclusion | Lifelong Learning | Community First Public Safety

Equity | Resiliency | Innovation

In order to Build a Saint Paul that Works for All, we must develop equitable policies, programs, practices and budget decisions.

This toolkit will guide you through all stages of project development.

This is for you. We took the best practices out there and placed them into this toolkit.
Use the toolkit from start to finish or use certain sections to double check your work.

Use this toolkit to:

- Tackle a problem
- Assemble a project team
- Plan strategically
- Try a new approach
- Complete the equity work plan
- Engage residents
- Partner with organizations

Part One: Plan

To get started, set goals, identify who needs to be involved and determine how to partner with them.

| # 1 Set Goals | # 2 Identify Partners | # 3 Co-Create | # 4 Develop Strategies | # 5 Remain Accountable | # 6 Implement Plan |

#1. Set Goals

Describe the project and how it connects to the City's overarching goals. Define what success looks like and how to measure it.

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Project Details

Project Name:

Brief Description of Project:

Departments involved:

Type of Project (i.e. policy, program, practice, budget decision):

What problem is this project solving?

Project Team

Describe the different **lived and work experiences** this project team brings to the table: (i.e. race, knowledge background, work portfolio, ethnicity, community relationships, gender, age, organizational knowledge). Discuss similar projects team members have worked on.

City-wide Impact

How does this project support each of the **Mayor's pillars**?

1. Economic Justice and Inclusion
2. Lifelong Learning
3. Community First Public Safety

How does this project support each of the City's **equity strategic objectives**?

1. Build a workforce that reflects our City
2. Diversify our spend
3. Co-create with our community

Project Benefits

What are the desired **project outcomes**?

How will this project benefit the **residents** of Saint Paul? **City staff**?

How will this project advance **racial equity**? *Review the City's* *racial equity metrics*.

Analyze Data

What **existing programs or policies** are working to achieve the same results as this project?

What data is **available** for these programs and policies? *Review our open data portal.*

Missing Data

What **gaps** exist in the data?

What **additional data** would be helpful to analyze the project? How can you obtain it?

Key Metrics of Success

How will you **measure the success** of this project? *Include quantitative and qualitative measures.*

What **data is available** to measure the success of this project? *Use the Innovation Team's Data Collection Plan to think through this question.*

#2. Identify Partners

Partner with those most greatly impacted by your project. Partners can be internal and external.

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Identify Partners

What **communities** are most **greatly impacted** by this project? *Be specific (i.e. neighborhoods, geographic areas, racial & ethnic groups). Review the City's District Council and Ward Map and neighborhood demographic information.*

Defining Partners

Group 1
End-users

Group 2
Directly impacted

Group 3
Indirectly impacted
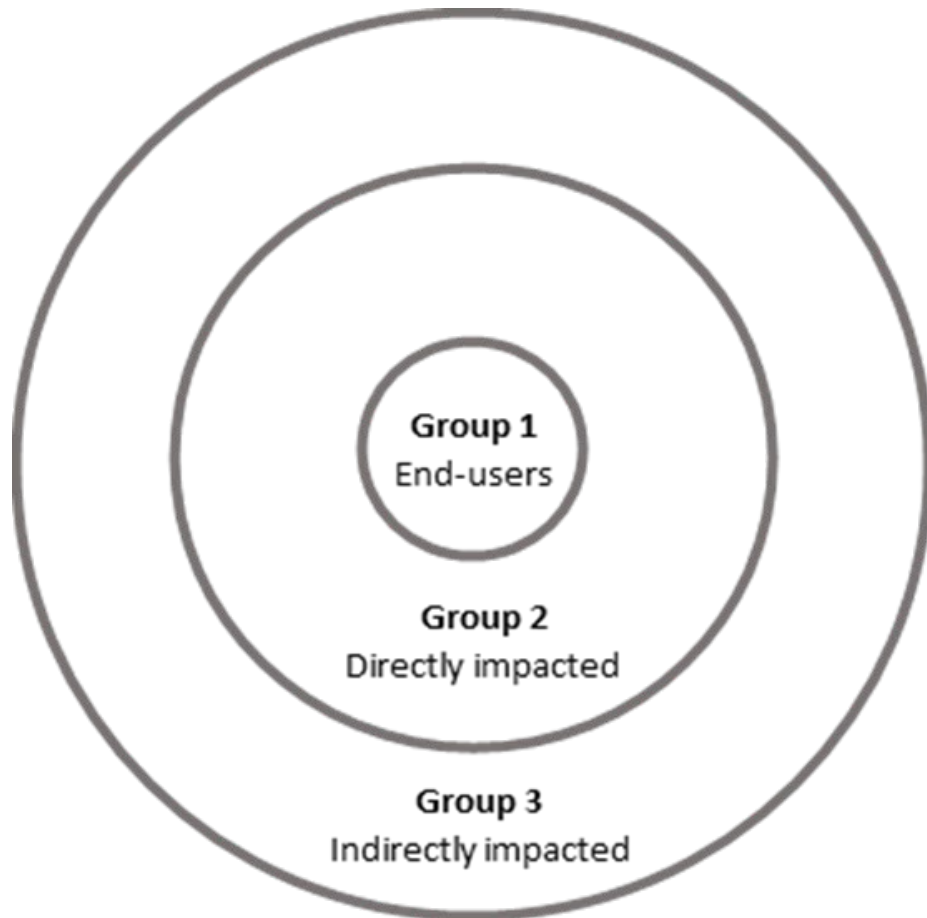
End Users are residents or staff meant to consume our service as a result of the project.

Those who <u>will</u> be involved with the project, but are <u>not</u> the end user, are **directly impacted**.

Those who <u>will not</u> be involved with the project, are <u>not</u> the end user, but will be impacted by the project are **indirectly impacted**.

Relationships

Partners	We have **existing** relationships with:	We need to form **new** relationships with:
End Users		
Directly Impacted		
Indirectly Impacted		

#3. Co-Create

Co-creating with partners means engaging them throughout all phases of the project and viewing them as equal contributors.

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Community Ownership

How will you **collaborate** with your partners?

How will you **defer to** your partners to make decisions?

Center BIPOC

Due to the historical reality of the role of government in creating and maintaining racial inequities, it is not surprising that Black, Indigenous, People of Color (BIPOC) do not always have much trust in government. How will you specifically collaborate with and defer to BIPOC?

Remove barriers

What **barriers** do your partners face to participate in this project?

What measures have you put in place to **limit barriers** to their participation?

Compensation

How will your partners be **compensated** for their participation (e.g. employer, City, stipend)?

What **resources** are available to compensate your partners? Do you need **additional resources**?

What's different?

How does the plan you outlined above **differ** from how you typically engage partners?

Part Two: Act

Now that you have brought all the stakeholders together, take the time to reflect on what you've learned so far. Make any necessary changes to your project and put together a plan to implement.

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#4. Develop Strategies

After gathering data and partner input, take a step back and assess your project. We tend to view policies, programs, practices, or budgets in isolation. Our decisions result in both intended and unintended consequences. Explicitly consider the unintended consequences of your project to avoid contributing to racial inequities.

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Partner Findings

What have you **learned** after engaging partners?

What are your partners **desired outcomes**? Do they differ from yours? If so, how?

Racial Equity

Did your partners point out any **unintended consequences** that could maintain or contribute to racial inequities? If so, what are they?

Do your partners believe the project will **advance racial equity**? If yes, why? If no, why not?

Changes

After engaging your partners, how will you **change** the project?

#5. Remain Accountable

Define the processes you will put in place to ensure you remain accountable to your partners throughout the project and maintain relationships even after its completion.

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Document & Evaluate

How will you **document** and **evaluate** the project's outcomes?

Maintain relationships

How will you **continue** to work with your partners for **long-term**, positive change?

Long term vision

What is your **long-term vision** for this project? How will your project affect **generations ahead**?

#6. Implement Plan

Now that you have developed strategies to avoid unintended consequences and advance racial equity, focus on thoughtful implementation by completing the project charter and communication plan.

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Project Charter

- The project charter is a 1-page document that will help you quickly explain the project to others.
- It's easy to understand and is a great way to explain the project to City leadership, various partners and community members

Explanation of Roles

EXECUTIVE CHAMPION
- Provides high-level direction, priority-setting, approvals
- Removes barriers to success
- Commits sufficient resources

PROJECT SPONSOR
- Communicate with Executive Champion
- Ensure project progress toward goals

PROJECT TEAM LEADER
- Day-to-day manager of project
- Lead toward improved results

PROJECT TEAM MEMBERS
- Responsible for tasks and executing project deliverables
- Develop a charter
- Develop and implement a work plan
- Explore innovative solutions
- Deliver improved results

STEERING COMMITTEE
- Provide direction and decision-making
- Ensure cross-departmental collaboration
- Members: Executive Champion, Project Sponsor(s), OTC, OFS, Innovation Consultant

INNOVATION CONSULTANT
- Provide framework, tools, and coaching to facilitate toward project success
- Support Project Support(s) and Executive Champion

SUBJECT MATTER EXPERT
- Provides information or input based on relevant specialized skill or field knowledge
- Could be City staff or external colleagues, experts, or stakeholders
- Temporary team member that participates in project on an as-needed basis

Project Charter

THE OPPORTUNITY	PROJECT BENEFITS
1-3 sentences clearly stating <u>What</u> needs improvement & include any supporting data available. Do we know <u>how much</u> improvement is needed? Define what could be better.	If we achieve the opportunity statement, then how will the City of Saint Paul benefit? Articulate the benefits of successfully completing this project (e.g. ID financial & non-financial benefits to the city).

GOAL STATEMENT(S)	PROJECT SCOPE

"<u>What specifically will change</u>" from "<u>current performance</u>" to "<u>future performance</u>" by <u>what date</u> (X/X/X).
This section is listing of goals to achieve that in aggregate, if achieved, would result in successfully addressing the opportunity statement (e.g. improve what needed to be improved)
	Starting Point or activity step:
	Stopping Point or activity step:
	In Scope
	      Insert here (e.g. Location 1)
	      Insert here (e.g. Location B)
	Out of Scope
	      Insert here (e.g. Area A)
	      Insert here (e.g. Location 2)

PROJECT PLAN	TEAM SELECTION
<u>Milestone</u> <u>Due Date</u>	<u>Name</u> <u>Role</u>

Communication Plan

- Beyond the project charter, consider other ways to communicate with City leaders, various partners, and community members
- The communication plan will help you decide the right message and format for each of your target audiences

Communication Plan
Revised Date:

TARGET AUDIENCE (Stakeholder)	KEY MESSAGE (Purpose)	DELIVERY FORMAT	DATE & TIME	RESPONSIBLE PERSON	FEEDBACK MECHANISM